

**NEW HAMPSHIRE
RACING AND CHARITABLE GAMING COMMISSION
Required Documentation for Bingo Licensure**

Please submit the following documentation with a completed and signed “Initial Application for a Bingo License” form:

1. *Complete the Application for a Bingo License.* Please complete the application in its entirety. The application must be submitted at least 15 days prior to the first game date of the month for which the license has been requested.

2. *IRS Letter of Determination.* A current letter from the IRS stating that your organization is exempt from federal income tax including the organization’s federal tax identification number. The IRS can be reached at 1-877-829-5500.

3. *Copy of Certification of Registration with the Secretary of State’s Office.* This will establish your organization as being registered with the secretary of state for at least 2 years, and in existence and organized under the laws of this state for at least 2 years in a city or town in this state. Be sure this certificate states that your organization is currently in good standing. The Secretary of State’s Office can be reached at 271-3244.

4. *Copy of Certification of Registration with Charitable Trusts.* Register, if required under RSA 7:19- 7:32-a, with the director of charitable trusts. Be sure this certificate states that your organization is currently in good standing. Charitable Trusts can be reached at 271-3591.

5. *Statement of Charitable Purpose.* Documentation indicating the charitable purposes for which your organization was organized, and the extent these charitable purposes have been furthered by the organization within the community by goods, services or both. This statement shall consist of a letter, bearing the letterhead of the organization, that begins with the phrase “The charitable purposes of, followed by the name of the organization, the word “are” and a description of the charitable purposes of the organization. This letter must be signed and dated by an authorized official of the organization.

6. *Letter of Intent.* List the dates of activities, other than charitable gaming or activities conducted solely for the purposes of raising funds for the charitable organization, conducted by the charitable organization within the last two years which advanced the organization’s charitable purpose. Describe the activity conducted, including the location at which the activity was conducted.

7. *Current List of the officers and directors of the organization.* Please submit a complete list of officers and directors.

8. *Current List of Bona Fide Members.* Please submit a complete list of bona fide members including each member’s name and address.

9. *Game Schedule.* Include with the above a schedule of Bingo Games that will be played along with the prize structures. The schedule must state the date or day of the week on which game(s) will be held, location and time of the game, as well as the name of the charitable organization sponsoring the game, all of the prizes, tokens or awards, including door prizes and free plays offered, specific details about the number and price for each strip or card included in each package and the amount for each item in the package, the estimated number of players attending, and whether prizes are subject to increase or decrease based on actual attendance.

10. *Bingo Data Verification Form.* Please fill out with complete information.

11. *License Fees.* Please submit a payment in the amount of \$25 per bingo game date and/or \$10 per Lucky 7 game month.

12. *Lease Agreement.* Provide if applicable, a lease agreement between the commercial hall and the charitable organization.

13. *Articles of Incorporation.* Please submit a copy of your organization's current articles of incorporation.

14. *By-Laws.* Please include a copy of your organization's by-laws.

15. *House Rules.* Please include a copy of your organization's house rules.

Revised 1/30/15